



## Headquarters and Headquarters Battalion US Army Pacific Command Out-processing Procedures

1. Upon receipt of reassignment notification go to <https://www.garrison.hawaii.army.mil/dhr/default.htm> to receive the Installation Out-Processing Briefing (PowerPoint slides).
2. Contact the Battalion S1 to schedule a Levy Briefing at 808-438-3625.
3. Create leave form for departure of the organization. Soldiers are not authorized to depart the island prior to DEROS. The leave form must match Avail Date (DEROS) and Report Date to gaining unit. The Contact the Levy section for special circumstances.
4. Attend the Levy Briefing.
  - a. Orders will be published based on information provided at the Levy Briefing and IAW RFO or assignment notification.
  - b. Upon receipt of orders, Soldiers are required to schedule, travel (flights) and transportation appointments for household goods/POV shipments, and CIF. More detailed information will be provide at the Levy Briefing (see page 3 for points of contact).
5. After attending the Levy Briefing; all PCSing Soldiers must log into the Army Career Tracker website and complete the Total Army Sponsorship Program (TASP):
  - a. Fill out the DA Form 5434 and complete sections 1, 2, 4, 5 and digitally sign and save the form. Sponsors will complete Section 3. All blank spaces in section 1, 2, 4, 5 **MUST** be completely filled out, if not the incomplete section will be considered as NONE COMPLETE.
  - b. Complete the TASP survey.
  - c. Upon completion of the DA Form 5434/TASP Survey; send request for clearing papers to [usarmy.schofield.imcom-pacific.list-in-outprocessing-hi@mail.mil](mailto:usarmy.schofield.imcom-pacific.list-in-outprocessing-hi@mail.mil).
    1. Requests must come from .mil email accounts ONLY
    2. Indicate full name and full SSN in the body of the email (ENCRYPT THE EMAIL)
    3. Subject Line must read "Clearing Papers".

NOTE: All separating Soldiers (ETS, Medical, Disability, Retirement, and Chapters) are required to attend a Mandatory Pre-Separation Briefing NLT 10 days prior to reporting date to the Transition Center. The briefing is held every Monday and Wednesday @0930-1200 at Schofield Barracks, Bldg 750, Rm 208.

6. Clearing papers are emailed 14 days prior to the Soldier's AVAIL (DEROS) date.



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7. Upon receipt of installation clearing papers, Soldier will be notified of final out-processing appointment.

8. Unit out-processing notes:

a. Battalion Customer Service Hours: Mon-Wed, Fri 0900-1600, Thu 1130-1500

b. Clear the battalion S4 after CIF and the company supply room.

c. Clear the battalion S1 after all other items EXCEPT Finance and final installation out-processing appointment.

9. Attend final out-processing appointment, Bldg. 750 (Soldier Support Center), Rm 102, Schofield Barracks.

10. Sign out of unit on final day IAW DA 31.

11. For all questions or concerns about out-processing HHBn USARPAC please contact SFC Sanjay Ferron at [sanjay.d.ferron.mil@mail.mil](mailto:sanjay.d.ferron.mil@mail.mil) or 808-483-3625.



# **Headquarters and Headquarters Battalion US Army Pacific Command Out-processing Procedures (Continued)**

## **Points of contact:**

### **Levy/Reassignment:**

**Bldg. 750, Rm 109, Schofield Barracks**

- a. Customer Service: 808-655-9490
- b. Enlisted Reassignments: 808-655-1845/6242
- c. Officer Reassignments: 808-655-4629/4949
- d. COT/IPCOT: 808-655-4629

### **Transition Center:**

**Bldg 750, Rm 200, Schofield Barracks**

- a. Customer Service: 808-655-0175
- b. Retirements: 808-655-0080
- c. ETS Orders: 808-655-0183
- d. Chapter Separation Orders: 808-655-0088/0083
- e. Soldier For Life TASP: 808-655-1028

**Outprocessing Section: 808-655-4274**

**Bldg 750, Rm 102, Schofield Barracks**

**\*Transportation (HHG/POV shipment): 808-655-1868**

**Bldg 690, Rm 140, Schofield Barracks**

**(Soldier must complete counseling checklist at move.mil)**

**Travel (Carlson Wagonlit): 1-800-349-8231**

**Bldg 750, Rm 138, Schofield Barracks**

**Central Issue Facility (CIF) 808-655-9876**

**HHBn Staff Duty: 808-438-3522**

**Bldg 220, Ft. Shafter**

**\*Transportation services are also available at Ft. Shafter every Wednesday 1200-1500 hrs**